

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT

5311 Longwood Ave. • Parma, Ohio 44134

LABORER

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: M-1

SALARY SCHEDULE: III Code: A

RESPONSIBLE TO: Administrative Assistant – Maintenance/Custodial
Maintenance Working Foreman
High School Custodian (M-1's Assigned to High School)

MAJOR FUNCTION:

Under general supervision, performs general maintenance tasks for the care, maintenance, protection and preservation of the buildings, their contents and grounds. Laborers assigned to the General Maintenance Dept. may be required to substitute for Building Custodians on a rotating basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs maintenance tasks involving the use of common maintenance tools.
2. Performs tasks requiring physical exertion. May assist a semi-skilled or skilled Maintenance tradesman.
3. Performs custodial and cleaning duties to buildings and grounds.
4. Moves equipment, scaffolding, furniture, rubbish materials, and supplies.
5. Operates jeeps, trucks, tractors, mowers, snowplows and other types of Board-owned equipment.
6. Prepares athletic fields and tracks.
7. Reports unsafe and adverse conditions.
8. Performs a preventative maintenance service by daily checking assigned vehicles for gas, oil, battery, tires, lights and submits reports of vehicles needing repairs.
9. Make contacts with the public with tact and diplomacy.
10. Respond to routine questions and requests in an appropriate manner.
11. Promote good safety practices and procedures (i.e. safe driving habits, securing vehicle, utilizing proper lifting techniques.)
12. Promote good public relations by personal appearance, attitude and conversation.
13. Attend meetings and in-services as required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Ensure safety of students.
2. Other related duties as assigned.

QUALIFICATIONS:

1. High School diploma or GED
2. Possession of a valid Ohio Driver's License
3. Must pass a required physical exam

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the care and use of common maintenance tools such as picks, shovels, rakes, hoes, hammers and wrenches.
2. Possession of good physical coordination and manual dexterity.
3. Ability to physically perform the required work which includes the ability to frequently lift and carry objects weighing 80 to 100 pounds.
4. Ability to work with a variety of cleaning, snow removal and lawn care equipment and products.
5. Ability to work effectively with others.
6. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
7. Ability to read and understand verbal and written instructions, written warnings and labels.
8. Effective, active listening skills.
9. Maintains a good attendance record and is punctual.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Frequent operation of a vehicle under inclement weather conditions and on occasion will walk on slippery surfaces.
2. Regular requirement to stand, walk, sit, balance, stoop, kneel, crouch, reach in all directions, read and hear.
3. Occasionally required to climb.
4. Lift and carry 80-100 pounds.
5. Occasional exposure to blood, bodily fluids and tissue.
6. Occasionally required to work in confined spaces such as attics and sub-floor areas.
7. Occasional requirement to work with asbestos containing materials/equipment, solvents, paints, grease and oil and other chemicals.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.